

Hertford County Emergency Communications Governance Board Minutes

Meeting Date: November 6, 2013

Time: 10:00 AM

Location: Hertford County Emergency Service EOC

Topic: Governance Meeting

Attendees: Chris Smith – Emergency Management Director/Fire Marshal, James Broglin – EMS Director , Darrell Rowe – Murfreesboro Police Chief, Troy Fitzhugh – Ahoskie Police Chief, Ken Dilday – Ahoskie Fire Department(Town), Bryant Cook – Hertford County Firefighters Association, Juan Vaughan – Hertford County Sheriff, Maurice Vann – Ahoskie Town Councilman, Eric Koss - IT Director, Sarah Wallace – Murfreesboro Town Councilwoman, Loria Williams – County Manager,

Board Members Not Present: Ronald Gatling – Hertford County Commissioner, Joe Murray - Citizen at Large

Other Present:. Sara Turner – GIS/Land Records/E911 Addressing

10:10 A.M Chris Smith called meeting to order. Minutes from last meeting were approved.

Job description comparison was done of 4 counties; Halifax, Rockingham, Pasquotank, Northampton. Duties compared were all similar.

Much discussion was had on the specifics needed to go into the job description, specifically for the title of the position and the salary.

Introduction to the group of Sherri Busch (Kimbell)

Sherri gave her opinion of the discussion at hand and after considering her recommendations, the board agreed to recommend that the classification be class 19.

Qualifications to be listed on the job description were discussed. At minimal there should be requirements for

- Basic Telecommunicator Certification with the NC Sheriff's Office Standards
- EMD Certification
- NCDCl (Div. Criminal Info) Certification
- NC Drivers License

Other qualifications recommended by Chief Fitzhugh were the NCMEC (Missing and Exploited Children) Certification.

Board agreed to having the description ready to present to the board by the 1st meeting in December (12/2/13)

Sara Turner then spoke about the current data being used in the PSAPs and made arrangements for all PSAPs to acquire the most recent copy of the orthophotography along with updated GIS shapefiles for the PSAPs.

New Business:

The board decided to create a place on the County's webpage to include the minutes and other topics of interest of the 911 governing board.

Meeting adjourned 11:25.

Next Scheduled Meeting December 4th, 2013 at 10:00 A.M. at Hertford County Emergency Services EOC.